

**US EMBASSY BAGHDAD is seeking a candidate for the position of**

## **CHEF**

### **DUTIES AND RESPONSIBILITIES**

Plans menus, prepares and executes 3-or-4-course-meals for official, as well as, private dinners, receptions, breakfasts, luncheons, and meals for family and house guests. Prepares and keeps at hand selections of quick to serve appetizers, cakes/cookies for teas, coffees, and receptions at short notice. Responsible for an attractive presentation of all meals, creates recipes, have a keen sense of taste and smell in order to ensure consistent high quality and presentation of meals.

Ensures food-handling regulations are abided by and that safety standards and sanitary requirements are met each and every day. Coordinates with the Head Steward to order or shop for groceries; finds local sources of ingredients, prepare shopping lists for items to be purchased outside of Iraq.

Analyzes future purchases to prevent over-buying or under-buying any particular food item. Establishes cleanliness rules and routines to prevent food spoilage and food waste.

Keeps a sanitary kitchen, safe food handling, a clean and well organized pantry, refrigerator and freezer. Together with the Steward, they will maintain the inventory of food, beverages, and household supplies, and keep track of all expenses.

Performs any additional back up duties assigned, even if not listed specifically in duties and responsibilities of this contract, such as cleaning the kitchen.

### **QUALIFICATIONS REQUIRED**

Job holder must have extensive prior work experience in above listed duties. Job holder should be flexible and cross trained in other positions as time permits. Exchanges ideas and expertise in order to facilitate high quality food services at the CMR. Works as a team with the DCMR staff when time permits to support smooth running of both households.

### **TO APPLY:**

Interested candidates who wish to apply for this position must submit a current resume or curriculum vitae by emailing it to [BaghdadJobs@state.gov](mailto:BaghdadJobs@state.gov).